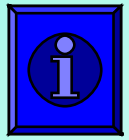
# Southwest Civilian Personnel Operations Center

# Classifying Jobs

# Classifying Jobs

**You will find additional information available by clicking on the Blue Icon found throughout the presentation.**



**You may use the PgUp and PgDn buttons on your keyboard or the mouse pointing to the buttons to navigate.**

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# Classification Topics



- What is a Position Description
- Accuracy and Review
- How to Write Position Descriptions
- Performs Other Duties as Assigned
- Evaluate a PD
- Blue and White-Collar Supervisors

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# Classification Topics



- Jobs With Mixed Skills
- Avoid Misassigning Employees
- Position Reviews/Interviews
- Initiate a Classification Appeal

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# What is a Position Description (PD)?

- **FIRST: It is a "Pay Voucher"**
  - **From duties we determine**

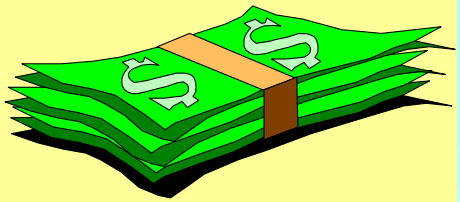
**> Pay Plan (GS,WG,WS, etc)**

**> Title**

**> Occupational Code**

**> Grade**

**We then set the salary range to be paid.**



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# What is a PD?

- **SECOND: It is a Recruitment Tool:**

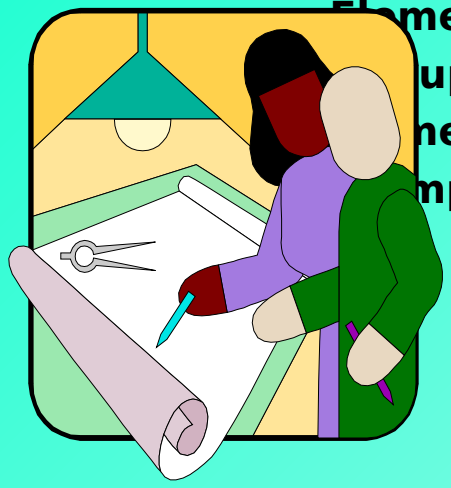
**Determines Work Qualifications**

**> Identifies Skills, Knowledge, Aptitudes or Personal Characteristics for Job**

**> Vital to employee placement during Reduction-in-Force (RIF)**

# What is a PD?

- **THIRD: It Measures Job Performance:**
  **> PD Determines Critical Performance Elements**
  **upervisor uses Performance**
  **ments + Standards to Evaluate**
  **mpacts Awards and other**
  **Performance Based Actions**



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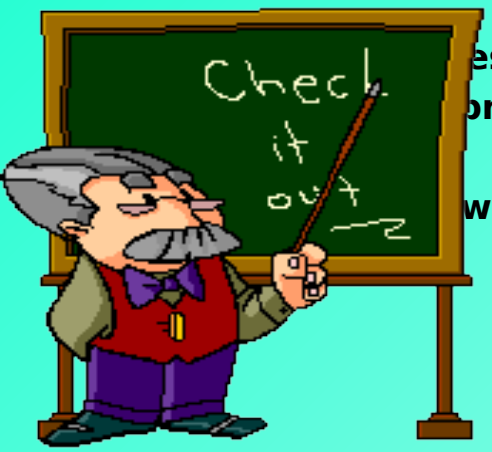
# What is a PD

- **FOURTH: It Identifies Training Needs**

  **> Helps assure employee receives required training**




**es preparation of Employee**
**oment Plans**

**with Training Needs Surveys**

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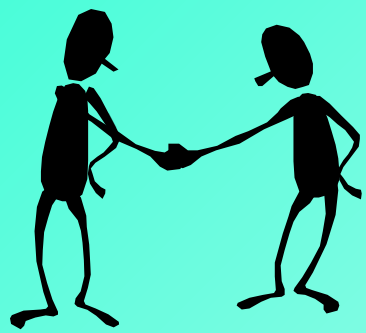
# What is a PD?

**Finally:**
**It Assists with Supervisory Communication**

**Educates Employee about Major Duties/ Tasks of Position**



**Links Associated Documents (Performance Plan & Training Development Plan) Together.**

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# Accuracy Is Vital

- **Duties are the Basis of Employee Pay**
- **If pay is to be accurate, PDs must be Accurate, Complete & Up To Date**
- **Inaccurate PDs also Adversely Impact**
  - **Vacancy Announcements- Requesting one set of skills while actually needing different ones**
  - **RIF Placements- Causing poor placement decisions**

# How Often Should PD Be Reviewed?

- **<u>Annual Review</u> is Army requirement (during performance evaluation)**

  **> Major changes are to be reported at any time**

  **> Contact CPAC Advisors to discuss temporary and/or permanent changes impacting position duties**

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# Establishing New PDs

- **The Personnel Action "Requester" Approves PD Accuracy**
- **The Personnel Action "Approver" Authorizes Classification Decision**
  - **Must Have Delegated Classification Authority (DCA)**
- **If No DCA, CPOC Classifier authenticates the classification of the PD**

# How To Write PDs

- **Three Methods:**
  **1. COREDOC**
  **> Menu Driven with "Pick List"**
  **Duty Statements & Factor Levels**
  **> Accepted by CPOC as properly classified**
  **> Transmit as attachment to personnel action**

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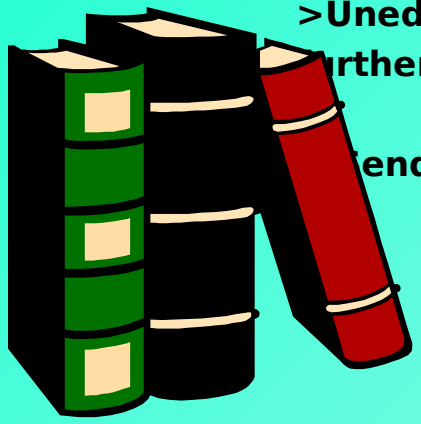
# How To Write a PD

- **Three Methods (Cont):**
  **2. PD Library**
  **>Contains hundreds of Army PDs**



**>Unedited PDs require NO**
**rther classification action**

**end as attachment to personnel action**

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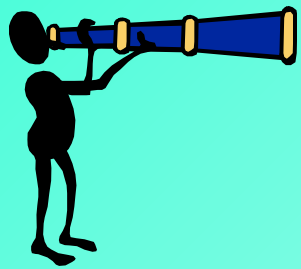
# How To Write a PD

- **Three Methods (Con't):**
  **2. PD Library (Con't)**
  **> Benefit = Huge Time Saver when unedited.**

  **> Click Here to Look at PD Library on Civilian Personnel OnLine (CPOL)**



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# How To Write a PD

- **Three Methods (Cont):**
- **3. Look for Similar PD in FASCLASS**
  - **Master File of PDs within the Region**
  - **Copy and Paste portions of interest into Word Document**
    - **Attach to Personnel Action and Send**

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FASCLASS

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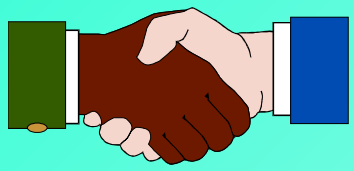
# How To Write a PD

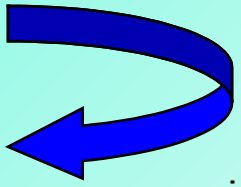
> Not Hooked Up = No Connectivity?

> Just Don't Get It?

**Then Go To**

**Your Servicing Personnel Advisor (CPAC) For Professional, Timesaving Advice**





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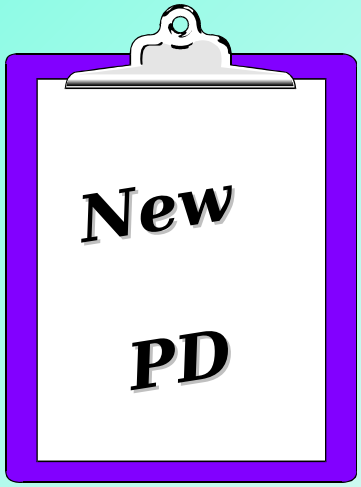
# How To Write a PD

- **If You Have To Write a New PD:**
  1. **Be Factual**
  2. **Don't Overstate Duties**
  3. **Strive for Balance**
  4. **Keep it Simple**
  5. **Use Action Verbs**
  6. **Define Acronyms**
  7. **Generalize to Prolong Applicability**

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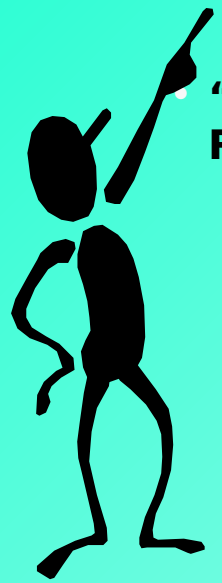
# Other Duties as Assigned

- **Army Requirement: ALL PDs must end with statement,**
  ***"Performs other duties as assigned."***

- **Establishes Principle that Assignment of Duties is NOT limited to Content of PD**
- **"Other Duties" considered Temporary & Incidental are to be Reasonably Related to PD**



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# Evaluating PDs

- **Who Evaluates?**

**> Line Supervisor *with* Delegated Position Classification Authority (DCA)**

**OR**

**> CPOC Classifier if Supervisor doesn't have DCA**

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# Evaluating PDs

- **General Process:**
  1. **Decide if job is GS or WG**
  2. **Determine if job is Supervisory, Non-supervisory or Leader**
  3. **Determine Occupational Group (Job Family)**
  4. **Assign specific occupational series**
  5. **Compare duties to grading criteria & Assign grade level**
  6. **Title the job**

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# Evaluating PDs

- **Position Classification and Job Grading Standards have different formats:**
  - *** FES Standards**
  - *** Narrative Standards**
  - *** Federal Wage System**
  - *** Supervisory Positions**
  - *** Leader Positions**
- **Format of PD must match format of standard**

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# Classifying Supervisory Jobs

- **White Collar Supervisors (GS)**

**> Graded using General Schedule  Supervisory Guide (GSSG)**

**> Six Factors determine grades; each**
**s varying levels of difficulty**

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# Classifying Supervisory Jobs

- **White Collar Supervisors (GS) (cont'd)**

**Six Grade Determinant Factors:**

1. **Program Scope and Effect**
2. **Organizational Setting**
3. **Supervisory & Managerial Authority**
4. **Nature & Purpose of Contacts**
5. **ifficulty of Typical Work Directed**
6. **ther Conditions** Click Here for Info

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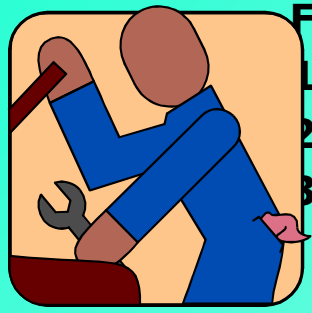
# Classifying Supervisory Jobs

- **Blue Collar Supervisors (WS)**

**> Graded by Job Grading Standard for Federal Wage System Supervisors with 3 Factors:**

1. **Nature of Responsibilities**
2. **Level of Work Supervised**
3. **Work Operations Supervised**



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# Classifying a Mixed Job

- **What is a “Mixed Job”?**

**Jobs that are a combination of occupations and/or grade levels.**

# Classifying a Mixed Job

- **Understanding "Mixed Occupations" Jobs:**

**> Duties cross occupational lines**

**> Skills, Knowledges & Abilities in more than one field required**

**> Must select single occupational series for classification…. How?**

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# Classifying a Mixed Job

- **Understanding "Mixed Grade" Jobs:**

**> Federal Wage System Jobs - Grade to Highest Grade Level of Work Performed if regular and recurring**

**> General Schedule Jobs - Grade to Highest Grade Level of Work Performed if 25% requirement is met or to any Grade Level when 3 Conditions are met**

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Click here for 3 conditions

# Misassignments

- **What are they?**

**> When an employee Performs Major Duties not described in the PD for Longer than 30 Days**

**> When Major Duties described in PD are not performed**

**> When Major Duties described in PD are Overstated or Exaggerated**

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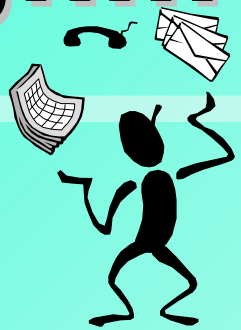
# Misassignments



- **What to Do?**

  **> Review PD periodically for accuracy**

  **> Detect inaccuracies & devise corrective action in a timely manner**

  **> Consult Personnel Advisor**

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# Classification Interview

- **Why Conduct A Classification Interview?**

  **An Interview with the employee performing the job provides detailed info on how tasks are carried out, steps involved and supervision required.**

- **How Is the Interview Conducted?**

  **> In person at work site or**

  **> Telephonically / through e-mail**

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# Classification Interview

- **Preparing for the Interview**

**> Typical Questions**

**> Helpful Hints**

**> After The Interview**

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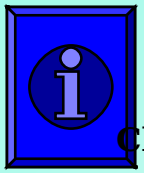
# Classification Appeal Rights

- **What is it?**
  **> A written request for formal review of the PD of record by competent DOD or OPM Classifiers.**

- **What Happens?**
  **> Determination of Title, Occupational Series, Grade and/or Pay Plan**



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# Classification Appeal Rights

- **When?**
  **> Appeals can be initiated at anytime**

- **Who Makes Appeals?**
  **> GS Employees can appeal with DOD or directly to OPM**
  **> FWS Employees Must appeal First within DOD**

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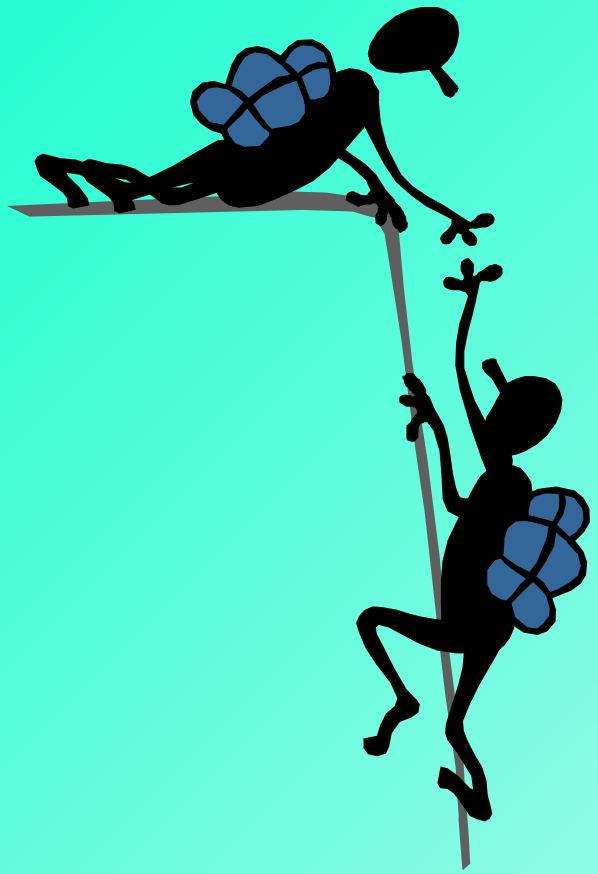
# Need More Assistance?



- **Contact one of the following:**
- **Your servicing classifier**
- **Audrey Blake - blakea@swcpoc-emh1.army.mil**
- **Rebecca Rauch- rauchb@swcpoc-emh1.army.mil**

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